Instructional Aides, Homegrown and ISS Monitors
SBEC Online Educational Aid III Certification Procedures

The *State Board for Educator Certification* has a certification process referred to as "SBEC-Online". This is the method you will use to create a user account and complete your application for your Educational Aid III Teaching Certificate.

Questions or Problems with the Process? Please call SBEC at 1-512-463-9374

This is what you will need:
- ✓ Access to the internet
- ✓ An e-mail account (if you do not have one, you can sign up for one in this process)
- ✓ Access to a printer

Instructions: Once HRCS enters your data from your "Educational Aide Certificate Information" form you are then able to follow the steps below.

Step 1:   Access the SBEC website: https://pryor.tea.state.tx.us/TSP/TEASecurePortal/Access/LogonServlet

Step 2:   Select "Request New User" if you are new (or login if you have already created an account)

Step 3:   Enter all required information; select search

          Pay careful attention to information you enter on this page, as it is stored exactly as it is typed, and some parts of it are difficult to change once entered.

Step 4:   TEA will email you your username and temporary password

Step 5:   Enter a User Name, Password, Reminder Question and Answer; Select Continue

Step 6:   Select Educator (in blue letters)

Step 7:   Select - Educational Aid III Certification

Step 8:   Select - Apply for Certification

Step 9:   Answer the questions regarding your background
          Select the name of our District (Galena Park ISD)
          Type your certification area; Select Apply

Step 10:   You will need to pay the $32.00 application fee by major credit card or by electronic check

Step 11:   Select "View Printable Remittance Form"; **Print** the form
          Make a note of your Fee Remittance ID Number
          Select "Continue and Close"; Select Continue

Step 12:   You will now be on the "Application Status" page and you should proceed to apply for you certification and pay for fingerprinting**.**